

**Water Utility Operator Supervisor (5857)  
Task List 2021**

**Inspection, Monitoring, and Maintenance**

1. Monitors and inspects water storage and plant facilities, such as pump stations, tanks, reservoirs, and wells, remotely through the Supervisory Control and Data Acquisition (SCADA) system or in-person at manually operated water facilities in order to ensure the operation and maintenance of transmission and storage facilities and to control the reliability of the water systems.
2. Creates work orders using the MAXIMO asset management system based on field inspections and Supervisory Control and Data Acquisition (SCADA) system observations in order to initiate repairs and maintain proper operation of water equipment and facilities.
3. Coordinates activities with various shops, such as Electric, Engineering, and Mechanical, Department sections, such as Water Quality, Water Treatment, and Water Distribution, and outside entities, such as contractors, in order to schedule and implement the repair of water facilities and auxiliary equipment.
4. Prepares and reviews reports concerning system operations, water storage, and reservoirs and plant facilities, such as monthly pump station, well and reservoir reports, fuel monitoring reports, and weather reports, in order to comply with Department policies and procedures related water facility management.

**Supervision**

5. Plans and directs the work of subordinate personnel, including Water Utility Operators and Maintenance Construction Helpers, engaged in field operations and console operations of the Supervisory Control and Data Acquisition (SCADA) system in order to ensure the maintenance and operation of water facilities.
6. Trains subordinate personnel, including Water Utility Operators and Maintenance Construction Helpers, engaged in the operation, maintenance, and repair of water control, water production, and water storage facilities in the field and those personnel engaged in monitoring and controlling system operations in order to ensure that personnel is properly trained to inspect, operate, and maintain water facilities.
7. Reviews and approves employee work schedules and timesheets, including employee requests for time off, sick leave, and necessary changes in work schedules, in order to meet payroll deadlines and ensure appropriate staffing levels for the completion of work.
8. Applies the principles of Equal Employment Opportunity (EEO) through actions such as training, discussion and monitoring of employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation, taking appropriate corrective action when necessary, and sharing promotional opportunities with subordinate staff, in order to promote a positive work environment and ensure compliance with City and Department policies and procedures related to EEO.

9. Counsels and disciplines employees by following progressive disciplinary procedures, including documenting steps taken and making recommendations to higher level supervisors when formal disciplinary procedures are initiated, in order to maintain high standards for work of employees.
10. Verbally communicates with Water Utility Operators and other subordinate personnel about job performance issues, such as improper work techniques, unsafe practices, and punctuality, in order to inform and correct deficiencies related to work performance of staff.
11. Interviews and evaluates job candidates for positions, including Water Utility Operators and Maintenance Construction Helpers, in order to make hiring recommendations for the Department and maintain an effective workforce.

### **Safety**

12. Conducts and coordinates training for subordinate staff related to safety policies, procedures, and practices, such as the proper use of Personal Protective Equipment (PPE), Lock/Out Tag/Out (LOTO) procedures, the Injury and Illness Prevention Program, the Emergency Response Plan (ERP), and other Department of Water and Power Safety Policies, in order to promote a safe working environment, prevent injury to staff and others, and to comply with Department policies.
13. Performs accident, incident, and near-miss investigations by interviewing affected employees and witnesses and completing and submitting appropriate documentation by mandated deadlines in order to obtain an accurate account of the injury or illness, identify corrective action, and comply with Department and State policies and procedures.
14. Coordinates the security of water system facilities by ensuring doors, locks, and hatches on tanks are physically checked, investigating control room alerts triggered by intrusion alarms, dispatching subordinate staff to the field for daily alarm checks, and arranging the repair of doors, locks, and other security items in order to ensure that the security of water system facilities are maintained and security concerns are timely addressed.

### **Other related duties**

15. Communicates with various parties, such as the public, gate crews, regulator crews, the Water Control Section, the Dam Surveillance Section and Water Utility Operators in the field, in-person, by telephone, mobile radio unit and/or a 2-way radio in order to keep the public informed, confirm system operation, and handle emergency operations.
16. Approves requisitions for materials and orders supplies, such as hand tools, power tools, emergency equipment, oils, lubricants, air filters, and Personal Protective Equipment (PPE), including, gloves, hard hats, burn kits, and eye goggles, in order to ensure that materials, equipment, and supplies are available to staff when needed.
17. Reads and interprets blueprints of City streets by locating wells, valves, and lines in order to isolate pump stations and find the appropriate cut off valves during emergencies.